

Purpose

Standard agencies will use this procedure for entering contract amendment submissions for Office of State Procurement (OSP) review into the web-based Professional Consulting Services (PCS) application. This procedure is specific to using the PCS application; all procurement policies and laws apply.

Note the following before creating a contract amendment submission:

- To move from field to field either tab or use your mouse to click into the next entry box.
- Once the initially displayed fields are entered, use the vertical scroll bar to navigate to additional fields.
- Required entries are marked with an asterisk.
- Use your mouse to hover over fields and field names for data entry tool tip.
- The Enter key acts as the same as the submit button. Fields that are validated and found to have an error will be boxed in red, as well as produce an error message which can be seen by scrolling to the top of the form. Corrections must be made to the entries noted with errors in order to successfully submit the contract.

Starting the Professional Consulting Services (PCS) application

Enter the Professional Consulting Services (PCS) website address in your web browser. PCS screen will appear. The web address will be provided to your agency when the application goes into production.

Procedure



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1. The PCS website is used to submit PCS contract, PCS Contract amendments and for the use of Agencies to report on the status of their submitted contracts and amendments.



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2. The information included in the documentation is example data. When entering your PCS Contract Amendment in the PCS website, you will use the information from the OSP1A

form.




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3. When you enter the website for the first time, you will have the option of selecting Enter New Contract/Amendment or Reports. Reports are addressed in a separate training session.



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4. Click Enter New Contract/Amendment link label [Enter New Contract/Amendment](#).
-  Enter the Professional Consulting Services (PCS) website address in your web browser. The PCS screen will appear. Note that the web access will be provided to your agency when the application goes into production. Click on Enter New Contract/Amendment to continue.
5. Click Agency: Dropdown box. Select your 4-digit business area. Note: Business area 0710 will bring up an additional field so you can select your division.

Choose ▼
6. Click 0520 / Department of Career Education - Arkansas Rehabilitation Services list item [0520 / Department of Career Education - Arkansas Rehabilitation Services](#).
7. Type "4500012345" in the Contract Number: * text box. For AASIS users, this should be the number assigned by AASIS for the outline agreement or purchase order. For Reporting Agencies that are not on AASIS, provide a "RA" number unique to the Agency. Note: Do not enter the contractor's FEIN or SSAN.
8. Click the Method of Procurement dropdown box.

Choose ▼

The procurement method of the original contract shall follow throughout the life of the contract, including any amendments.

9. Click Sole Source by Law list item [Sole Source by Law](#).
10. Is this an Amendment? * Yes ☐

Choose the radio button "Yes" if this is for an amendment. If this is an amendment, you must include the original contract and all of its exhibits and attachments, and previous amendments.

11. Click 1 list item [1](#).



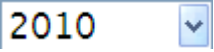
Click the amendment number included with this contract. In this case one.

12. Click Reason for Amendment. Select "Additional Funds".


Use Control + Click to select more than one reason.

13. Shift + Click Date Extension list item [Date Extension](#).

Amendment reason may include but is not limited to changes in scope, dollar amount and contract item.


14. Click in the "New Contract Expiration Date" field. This action will bring up a calendar. .

Choose the year first.

15. Click 2011 list item .

16. Click the month field .

17. Click the month. .

18. Click the day of the month. .

19. As required, complete/review the following fields:

- \$
- \$

20. Click State check box  State.

Funding is the source of funds to pay for services rendered. Check all that apply. The source of funds change in an amendment to an existing PCS contract, the new source of funds must be listed and the percentages in the Funding Detail recalculated. It is the agencies responsibility to ensure the funding codes are correct and that funds are available.

21. Click Yes radio button  Yes.

Non-exempt contracts over \$25,000 requires Legislative Review. Other contracts may be reviewed upon request by checking "Yes".

22. As required, complete/review the following fields:

- *

23. Type 100 in the "state fund" field..

Designate in the spaces provided the percentages (up to 3 decimals) from Federal, State, Cash, Trust, and Other funds to be used in payment. Indicate the specific source of any Federal, Cash, Trust or Other Funds Used. ARRA funds should be listed under Federal.

24. Click Contractor Name: * text box .



The contractor (vendor) name must correspond to the legal name of the provider(s) as opposed to the "doing business as" (d.b.a.) or "remit to" name. Contractor name is limited to 128 characters

25. As required, complete/review the following fields:

- Contractor Name: *
-
- *
- Contractor City: *

26. Click Arkansas list item **Arkansas**.

27. Type "70180" in the Contractor Zip Code: text box.



Contractor city, state and zip code are also required fields. If you choose "International" in the "Contractor State" field the zip code field will disappear.

28. Click Asian list item **Asian**.

Minority is defined by the Arkansas Code as "black or African American, Hispanic American, American Indian or Native American, Asian, and Pacific Islander". Women owned businesses are not recognized as a minority of the State of Arkansas.

29. Type "Marc Anthony" in the Contact Name: * text box.



Enter all of the required Agency Contact information such as their name, phone number, primary Email address and the email address again for verification. The contact name is the name of the person in your agency most familiar with the contract in case an approving agency needs to contact someone with questions. This person will be the sole contact with OSP, ABA, or Legislative Bureau Program person listed in the contract.

30. As required, complete/review the following fields:

-
- Primary Email Address: *
- *

31. Click the Browse icon to locate and attach your supporting documentation. **Browse...**



Choose File to Upload

32. Once you have located your supporting documentation, double click on the list item to attach. disclosure form.pdf



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33. Click Review button **Review**.

34. Click Submit button **Submit**.



At this screen you may elect to "Go Back" to make changes or you may "Submit" your document.



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35.



You will receive a message that the contract has been submitted. Email notification of new contracts/amendments will be sent, in bulk, once a day to the OSP/PCS general email.

If this is an ABA contract an email notification will be sent straight to ABA.



If you have any comments or questions, please contact the Office of State Procurement at 501-342-9316.



S u m m a r y

You have %s.



N e x t S t e p s

You have %s.